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Serving the Local Voluntary and Community Sector

# Risk Assessment

*A One-Day Workshop*

*Trainer: Ian Smith*

*Thursday 16th September 2010*

*9.45am to 4.30pm*

*at 43 Bromham Road, Bedford*

From £12 per delegate  
(includes course hand-outs, buffet lunch, tea/coffee)

Priority bookings will be given to voluntary organisations

Serving the Local Voluntary and Community Sector

# Risk Assessment

## Who is this course for?

- *Those who wish/need to conduct and write a risk assessment at their place of work*
- *Those who wish to contribute to the risk assessment process*
- *Those who wish to understand the risk assessment process so that they may raise awareness in their place of work*

## Aims of the day

- To enable participants to understand the law relating to risk assessment
- To understand the process to follow to write a suitable and sufficient risk assessment which complies with legal requirements
- To take part in an exercise where participants will write a risk assessment thus giving them "hands-on experience"

## About the trainer

Ian Smith is a Registered Environmental Health Officer who spent many years working in Local Government enforcing a wide range of Acts and Regulations, including the Health and Safety at Work Act.

In 2005 he set up his own training organisation which is a Registered Training Centre with the Chartered Institute of Environmental Health and the Royal Society for Public Health. He delivers both nationally-certificated and bespoke courses on Health and Safety and Food Hygiene to local businesses and colleges.

# Risk Assessment

## Programme

09.45 Coffee and registration

10.00 Introduction to the day and each other

## During the day we will cover

- Main causes of accidents and ill-health
- Legal requirement for risk assessment
- Principles for risk assessment including:
  - hazards, risks and control measures
  - the five steps of risk assessment
  - the hierarchy of control
  - risk assessment review and record-keeping
- Exercise involving writing and recording an actual risk assessment

4.30 Close

***There will be breaks for tea and coffee during the morning and afternoon sessions, and a buffet lunch will be served***

***The organisers reserve the right to modify the content of the programme***